



**DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY**

**PRINCIPAL HUMAN RESOURCES SPECIALIST  
(Human Resources Division)  
Position Number 84093**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on current exam list

**Hours:** 40

**Salary:** \$73,449 - \$94,205 (Annually)

**Closing Date:** October 22, 2012

**Eligibility:** **Candidates must have passed the Principal Human Resources Specialist examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of Principal Human Resources Specialist, or have attained permanent status in the class since their most recent hire date.**

**Position Description:** The Department of Children & Families is recruiting for a Principal Human Resources Specialist within the Labor Relations Division. This position will have labor relations responsibility primarily for the Waterbury, Torrington and Danbury Offices. Assignment is subject to change based on operational needs. It requires travelling throughout the state as needed and will include a variety of advanced level Human Resources duties such as:

- Conducting a variety of investigations relative to employee conduct and recommend appropriate administrative actions;
- Advising executives, administrators, managers and supervisors regarding labor relations issues, human resource policies and procedures; and contractual and statutory provisions
- Administering progressive discipline;
- Representing the Agency at hearings or grievances;
- Assist supervisory staff and management with inquiries, recommendations while monitoring working test periods, promotions data changes, new hires, performance evaluations, contract interpretations and training operations;

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three (3) professional references (current state employees please provide last two PARS in lieu of references) and an Application for Employment (CT-HR12) to the address below. Please reference Job Posting #84093.

**DEPARTMENT OF CHILDREN AND FAMILIES  
505 HUDSON STREET  
HUMAN RESOURCES, 8<sup>TH</sup> FLOOR  
HARTFORD, CT 06106  
FAX: 860.707-1952**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.